

# ALASKA LEGAL COPY LITIGATION COPY PROFESSIONALS

Providing Quality Service Since 1992

## Scanning Services



Client Documents



Document Prep &  
High Speed Scanning



OCR, Indexing &  
Software Formatting



Images Archived to  
CD/DVD & Delivered  
to Client

### Scanning is to your Company's Advantage:

Scanning allows digital storage of multiple formats, i.e. documents, drawings, microfilms, etc.

**DATA BACKUP** — With digital images, you can back-up your documents to a CD or DVD and store offsite.

**ACCESSIBILITY** — Digital information is available to people at their desks and can be made available over your network. Digital images can be accessed by multiple users at the same time.

**DISTRIBUTION** — Information can be easily distributed, internally and externally via E-mail, FTP, Web, etc...

**SAVES SPACE** — Eliminate bulky, space consuming filing cabinets.

**SAVES TIME** — OCR'ing allows easy retrieval of files by a quick search, using any word or phrase. Find all related documents — no matter *when* they were created or *what* their file name.

**SAVES MONEY** — Scanning reduces printing, copying, fax and mailing costs and significantly reduces time and money wasted searching for paper documents.

### What can be Scanned ?

- Black & White and Color documents.
- Microfilm.
- Microfiche
- Oversize Up to 42"

### What Output Formats are Available?

PDF, Summation, Concordance, Trial Director, iPublish, JPG, GIF, TIFF, PNG among other popular formats

### Services

Optical Character Recognition (OCR)

Document Preparation

Bates Numbering - Electronic & Manual

Image Stamping

Image conversion

PDF Conversion

Document Shredding

### Price List:

Black and White PDF, TIFF Images .....	\$0.12*
Color PDF, TIFF Images .....	\$0.18*
OCR'ing Documents .....	\$0.03*
OVERSIZE Black and White, PER SQ.FT....	\$0.20*
OVERSIZE Color, PER SQ.FT .....	\$3.75*

\*INCLUDES FIRST CD, \$12.50 MINIMUM\*

**Bulk pricing available - Call us for a quote**

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731 I St. Anchorage, AK 99501  
(907) 272-1265 | Fax: (907) 272-2826

www.aklegal.net

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